

TPD Administrative Section

The Administrative Section is committed to providing the best administrative, financial and clerical support to the Transportation Planning Division in a professional and business-like manner. The staff pledges to conduct day-to-day business in a manner which insures our Division and customers receive timely and accurate services and products.

This brochure outlines the scope of support services. Proper completion of job request forms which are now available electronically, will insure that your request is completed properly and on time.

We welcome suggestions and input to make our services more effective.

PHONE NUMBERS

Administrative Section Manager
(602) 712-4848

Financial Services
(602) 712-6096

Clerical Services
(602) 712-7333

Arizona Department of Transportation Transportation Planning Division

206 South 17th Ave. Third Floor
Phoenix, Arizona 85007



www.tpd.az.gov/admin

Providing
administrative, financial
and clerical support
to the
Transportation
Planning Division

The Administrative Section provides the following support

ADMINISTRATIVE

Employee Services

- Employee benefits information
- BTS completion & amendments
- Hiring Temporary Staff
- Training profiles

Computer & Equipment Services

- Asset inventory
- Computer use access (set-up)
- Crypto card access
- Division record retention
- Equipment check-out management
- Motor pool use tracking

Travel Services & Conferences

- Conference Room Reservations
- Travel arrangements
- Travel vouchers
- Video and teleconference arrangements
- Direct hotel billing

FINANCIAL

Procurement

- Consultant & vendor payments
- On-call consultant process
- Procurement contract and non-contract quotes
- Vendor Set-up

Liaison Services

- Financial Management Services
- Procurement Group
- Engineering Consultant Services

Project Management

- Audit information
- Budget updates
- Federal match set-up
- Financial analysis
- Funding information
- Joint Project Agreements (JPA)
- Petty cash
- Project funding/number set-up

CLERICAL

General Clerical Support

- Front desk reception activities
- Large facsimiles
- Large mailings
- Report binding
- Supplies ordering & inventory
- Typing
- Word processing